



*Community Development Block Grant Program (CDBG) - Economic Development Division
Department of Planning, Neighborhoods & Economic Development*

FY 2015 REQUEST FOR PROPOSAL (RFP) FISCAL REQUIREMENTS

PUBLIC SERVICES / COMMUNITY AND ECONOMIC DEVELOPMENT PROJECTS



*Community Development Block Grant Program (CDBG) - Economic Development Division
Department of Planning, Neighborhoods & Economic Development*

CDBG FISCAL ROLES

A. RFP PROCESS

B. CONTRACT / RFR (Request For Reimbursement) PROCESS

C. MONITORING PROCESS

D. TECHNICAL ASSISTANCE



A. RFP PROCESS

GENERAL OVERVIEW

- Audited Financial Statements and signed Tax documents were submitted at the RFQ phase of application process.
- 3 Month Cash Rule determines the Agency's maximum CDBG request amount for all projects.
- No advances will be provided.
- Must be financially capable to perform services on reimbursement basis.
- RFP fiscal budgets will be used in contract process.



A. RFP PROCESS

Cash Flow Determination

- The financial documents, single audit and tax forms are used to determine the agency's **cash flow**.
- 3 months of cash or cash equivalents is required.
 - Cash Equivalents in accordance to GAAP (Generally Accepted Accounting Principles) is:
 - Short Term (3 months or less).
 - Highly Liquid Investments.
 - Treasury bills, commercial paper & money market funds.

Note: Accounts Receivables/Lines of credit are not considered cash.



A. RFP PROCESS

3 Month Cash Rule

- 3 months of cash required based on the amount of funds requested:
 - 1st month to spend funds.
 - 2nd month to prepare reports to submit for reimbursement with supporting documentation.
 - 3rd month: completion of review and processing reimbursement.



A. RFP PROCESS

CASH BALANCE CALCULATION

THREE MONTH CASH RULE TEST

Balance Sheet -

Audited Financial

Statements

FY 2012 CY _____ Page # 8

Agency Cash Balance

100,000

**A. Multiply Agency Cash
Balance by 4 = Cash available
for project(s)**

400,000

**(This is the maximum amount that an Agency
can apply for all projects combined.)**



A. RFP PROCESS

Single Project Request Example

THREE MONTH CASH RULE TEST

List the amount of FY 2015 CDBG funding applied for Project #1 .	<input checked="" type="checkbox"/> PS/CED <input type="checkbox"/> CIP	200,000
List the amount of FY 2015 CDBG funding applied for Project #2 .	<input type="checkbox"/> PS/CED <input type="checkbox"/> CIP	
List the amount of FY 2015 CDBG funding applied for Project #3.	<input type="checkbox"/> PS/CED <input type="checkbox"/> CIP	
B. Sum all the amounts for FY 2015 CDBG funding request(s)		200,000

Compare Agency Cash Balance Available (Item A) with Total FY 2015 CDBG Funding Request (Item B):

Item A Item B Difference



A. RFP PROCESS

Single Project Request Example

THREE MONTH CASH RULE TEST

C. Analyze Results

1- If difference is a positive amount or equals \$0, the Agency is eligible to apply for all amounts.

2- If difference is a negative amount, the Agency has the options below:

The Agency can adjust any of the FY 2015 CDBG requested amount(s) to result in a positive or \$0 balance, as long as:

A) EACH PROJECT MEETS THE MINIMUM REQUIRED AMOUNT FOR EACH OF THE PROJECT CATEGORIES, AND

B) CASH AVAILABLE FOR PROJECTS IS NOW GREATER THAN OR EQUAL TO THE TOTAL FY 2015 CDBG FUNDING REQUEST.



A. RFP PROCESS

Budget Review

FUNDING REQUEST INFORMATION

<i>Total amount of CDBG funding requested in this RFP:</i>	200,000
<i>Total amount of funding secured for this proposed project:</i>	1,100,000
<i>Total cost to complete this proposed project:</i>	1,559,056

**Secured
Funding 1,100,000**

**Unsecured
Funding 459,056**



A. RFP PROCESS

Budget Review

1. Total Project Information

	AMOUNT SECURED	AMOUNT NOT SECURED	% OF TOTAL BUDGET
FY 2015 CDBG Request from City		200,000	12.83%
HOME	-	-	0.00%
ESG	-	-	0.00%
HOPWA	-	-	0.00%
Other Federal Funds	450,000	-	28.86%
State/Local Funds	650,000	-	41.69%
Private Funds	-	259,056	16.62%
Agency Funds	-	-	0.00%
TOTAL PROJECT FUNDING	1,100,000	459,056	100%
% of TOTAL PROJECT FUNDING	70.56%	29.44%	

Total cost to complete this proposed project: 1,559,056



A. RFP PROCESS

Budget Review

2. Proposed FY 2015 CDBG Project Budget Information

a. *List the FY 2015 CDBG Personnel Budget for the proposed Public Service project.*

Position Title	CDBG AMOUNT (SALARY/WAGES + FRINGE)	% OF TOTAL
Position A	25,000	12.50%
Position B	38,000	19.00%
TOTAL PERSONNEL	63,000	



A. RFP PROCESS

Budget Review

2. Proposed FY 2015 CDBG Project Budget Information

b. List the FY 2015 CDBG Non-Personnel Budget for the proposed Public Service project.

LINE ITEM/TYPE	CDBG AMOUNT	% OF TOTAL
Supplies/Postage /Publications/Printing:	5,000	2.50%
Rent/Lease (Project Operations):	11,000	5.50%
Utilities/Telephone:	8,000	4.00%
Maintenance/Repair:	3,000	1.50%
Transportation (Project Staff):	7,000	3.50%
Transportation (Clients):	15,000	7.50%
Consultant Services/Professional Services:	30,000	15.00%
Other Expenses: Food for Clients	48,000	24.00%
TOTAL NON-PERSONNEL	127,000	63.50%
Indirect Cost/Administrative Overhead: (Capped at 15% of CDBG budget)	10,000	5.00%
TOTAL CDBG PROJECT BUDGET	200,000	100.00%



A. RFP PROCESS

Fiscally Complete Submittal

- The total of all CDBG project budget request amounts can not exceed the maximum Agency cash available amount as determined by 3 month rule calculation.
- Total Project Budget Amount matches on Page 1 and 9 of the RFP.
- Total CDBG Project Budget Amount matches in Page 1 and 10 of the RFP.
- Indirect Costs/Administrative Overhead budget line item meets the 15% cap.



B. CONTRACT/RFR PROCESS

Contract

RFP budget sections will be used in the contract budget process.

RFR: Request For Reimbursement

Reimbursement claims will be reviewed in accordance to the executed contract budget and justifications.

NOTE: if chosen for funding, mandatory workshops will be held for Contract and RFR process.



C. MONITORING PROCESS

- Fiscal Monitoring IS REQUIRED by entitlement grantees.
 - Once - Every two years.
 - Playing by the Rules Handbook for CDBG Subrecipients is the basis for review.
http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17104.pdf
 - Concentrate on Chapter 2 Financial Management.
- The visit will also include, review of the following:
 - Requests For Reimbursement (RFR).
 - Cost allocation plan.
 - Spending pattern, timeliness of submission, and other contractual requirements.



D. TECHNICAL ASSISTANCE

- Please direct any RFP questions, after this workshop, to the CDBG Program e-mail address listed below by **Noon 1/24/14**.
- The CDBG Program office will provide a 30 minute, one-on-one technical assistance (TA) to any agency during Monday through Friday from 01/13/14 through 01/24/13 on a first-come, first-serve basis.
- **Note: TA will not be offered on 01/20/14 since City offices are closed in observance of the Martin Luther King Jr. holiday and the last TA appointment will be 3pm 1/24/14.**
- Send an e-mail request for TA to the address below to schedule an appointment.
- cdbg@sandiego.gov